



Application:	
Date Rcvd.:	
Received by:	

**ADMINISTRATIVE SITE PLAN CHECKLIST**

1. Applicant's Name:	
Contact Person:	
Address:	
Telephone:	
Email:	
Relationship to Owner:	

2. Property Address:	
Development Name:	
Zoning District:	
Block(s):	
Lot(s):	

3. Property Owner:	
Contact Person:	
Address:	
Telephone:	
Email:	

4. Name of Attorney:	
Firm:	
Address:	
Telephone:	
Email:	

5. Has this property ever been subject of a previous application to the Planning or Zoning Board? If so, please describe (incl. Resolution #):

6. Description of Property, brief history of the site, its location and description of current use(s) (may attach addendum):

7. Provide Detail of the Exact Nature of the Application (may attach addendum):

8. Description of Relief Requested, including Section(s) of Ordinance variance is requested (may attach addendum):

**INSTRUCTIONS:**

1. This checklist shall be completed by the applicant or its authorized representative and submitted with the application. This checklist shall be used in determining completeness or incompleteness of the application pursuant to Robbinsville Township’s Land Use and Development Ordinance(s). The applicant is advised that failure to provide all data required on this checklist or failure to apply for the appropriated waivers will render the application incomplete. Applications will not be placed on an agenda until it has been deemed complete by the Administrative Officer.
2. Applicant to complete checklist column with an “X” in the appropriate column. A waiver should be requested for all checklist item you may consider “not applicable” (“n/a”) and reason(s) you would consider it “not applicable.” **\*\* All waivers requested should be explained in detail on the Waiver/Variance Request Form.** Failure to provide a reason for the request will render the application incomplete.
3. The Technical Review Committee (TRC) will determine if any item where a waiver is requested shall be required to be provided and the application shall be considered incomplete if not provided.
4. The applicant shall submit three (3) collated copies of all correspondence (including cover and response letters) and administrative forms. The applicant shall submit three (3) signed and sealed copies of all maps, plans or reports and all additional submission item(s). All submissions must include a digital copy in pdf. format of all submission items (email to [BoardSecretary@robbinsville.net](mailto:BoardSecretary@robbinsville.net), dropbox, thumb drive or disk). All re-submissions must include a point-by-point response letter addressing all comments from the Board’s professionals or from the Technical Review Committee (TRC) Meeting. All submissions must be made as one comprehensive submission, not under separate cover.

**The following shall be provided on a plan for the construction of a single-family home and any other non-commercial site improvements that do not require the approval of the Township’s Boards of Jurisdiction. Any non-residential site improvements which may be exempt from formal site plan approval by the Planning Board or Zoning Board of Adjustment and may be eligible for administrative site plan approval shall utilize the appropriate Minor Site Plan or Site Plan Waiver Checklist.**

<b>I. ADMINISTRATIVE</b>			
<b>Township Use Only</b>		<b>Provided per Checklist</b>	<b>**Waiver Requested</b>
<input type="checkbox"/>	1. Completed General Land Use Application Form.		
<input type="checkbox"/>	2. Completed Fee Schedule Form.		
<input type="checkbox"/>	3. Payment of Required Fees (two separate checks).		
<input type="checkbox"/>	4. Completed Escrow Agreement Form with Escrow Contact Sheet.		
<input type="checkbox"/>	5. Completed W-9 Form (for Escrow Account).		
<input type="checkbox"/>	6. Tax & Utility Assessment Certification Form (Applicant part complete).		
<input type="checkbox"/>	7. Completed Waiver/Variance Request Form (no variances/waivers).		
<input type="checkbox"/>	8. Completed Affidavit of Ownership Form (notarized).		
<input type="checkbox"/>	9. Completed Disclosure Statement Form.		
<input type="checkbox"/>	10. Completed Consent of Entry Form.		
<input type="checkbox"/>	11. Completed Checklist(s) for All Applicable Requests.		
<input type="checkbox"/>	12. “Zoning Permit Denial” or “Notice of Violation” (N.O.V.) from Zoning, Code or Construction Official.		
<input type="checkbox"/>	13. Resolution(s) for all previous Planning/Zoning Board approvals.		
<input type="checkbox"/>	14. List of all necessary Outside Agency Approvals indicating status of approvals, including copies of each approval (NJDOT, NJDEP, Mercer County Planning Board, etc.).		
<input type="checkbox"/>	15. Proposed Operations Statement, including details of proposed use(s), hours of operation, number of employees, provisions for maintenance, etc., signed by Applicant and notarized.		

<input type="checkbox"/>	16. Complete application, filed as one submission, with quantities and digital copies as noted in the Instructions, #4.		
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<b>II. ENGINEERING</b>			
<b>Township Use Only</b>		<b>Provided per Checklist</b>	<b>**Waiver Requested</b>
<input type="checkbox"/>	17. Plan designed, drawn, signed and sealed by N.J.P.E., L.S. or A.I.A. as appropriate, to scale, sheets numbered consecutively, folded, collated, bound, signed and sealed with a common preparation and/or revision date(s). Plan shall provide a north arrow reference.		
<input type="checkbox"/>	18. Title block containing minimum data per current statutes.		
<input type="checkbox"/>	19. Bulk Requirements Schedule/Table indicating Zoning District shall be tabulated to show all bulk requirements of the zone or zones in which the site is located and the bulk data proposed by the application. This tabulation shall also identify compliance or noncompliance for all existing structures. All lot areas shown shall be identified as gross and net areas. Density shall be shown as defined by the Land Use and Development Ordinance. Bulk Requirements Schedule/Table shall identify permitted, existing and proposed improvement conditions. Any relief previously granted shall be indicated and referenced.		
<input type="checkbox"/>	20. Plan shall provide existing/current and proposed site conditions, including, fencing, pavement, pools, all buildings and structures, utilities (septic, wells, etc.), metes and bounds for lot lines, and any details deemed necessary by the Township/Board Engineer.		
<input type="checkbox"/>	21. Existing and proposed distances to property lines shall be shown.		
<input type="checkbox"/>	22. Areas to remain undisturbed shall be labeled.		
<input type="checkbox"/>	23. Plan shall provide location of all existing and proposed easements (including wetlands, conservation, buffer, transition areas, etc.), public right-of-ways, etc., within 100' of the site.		
<input type="checkbox"/>	24. Contours line at 1' intervals, except in areas steeper than 10%.		
<input type="checkbox"/>	25. Existing and proposed spot elevations must be labeled: <ul style="list-style-type: none"> <li>a. Top of curb and/or edge of pavement every 50'.</li> <li>b. All property corners.</li> <li>c. All building corners.</li> <li>d. High and low points.</li> <li>e. Drainage inlets, grate and invert, and stormwater.</li> <li>f. Driveway corners and change in grade.</li> <li>g. Corners of septic disposal areas and at septic tanks.</li> <li>h. Seasonal high-water table.</li> </ul>		
	26. Drainage leaving the lot should not impact neighbors: <ul style="list-style-type: none"> <li>a. Any water leaving the lot must be directed to an approved constructed drainage system.</li> </ul>		
<input type="checkbox"/>	27. Grading must be shown on the entire lot: <ul style="list-style-type: none"> <li>a. Grading for a minimum of 20' beyond the property lines.</li> <li>b. Minimum 6" drop the first 20' from house, then 2% over land.</li> <li>c. Maximum 5:1 lawns.</li> <li>d. Additional grading information as determined by the Township/Board Engineer.</li> </ul>		
<input type="checkbox"/>	28. Swales: <ul style="list-style-type: none"> <li>a. Minimum one percent.</li> <li>b. No swales or excessive lot grading over septic fields.</li> <li>c. No swales over walkways or driveways.</li> <li>d. Minimum depth of swale: 8"</li> </ul>		

<input type="checkbox"/>	29. Proposed house: a. Location of doorways. b. Basement of slab construction. c. All floor elevations.		
<input type="checkbox"/>	30. Proposed Driveway: a. Minimum 5' from property line. b. Paved or concrete driveway apron. c. Minimum slope: 1.5% d. Maximum slope: 10%		
<input type="checkbox"/>	31. Typical construction details shall be provided on drawings designated as "Construction Details," including: a. Retaining wall details and stability calculations in over 3' high with typical section. b. Soil erosion control details, notes and schedules. c. Sidewalk, driveway apron, driveway, curb, etc.		
<input type="checkbox"/>	32. Compliance with all Design Standards of the Land Use and Development Ordinance, or a waiver/variance requested on Waiver/Variance Request Form.		

Person Preparing Checklist:	
Firm:	
Address:	
Telephone:	
Email:	

**CERTIFICATION:**

I have prepared this checklist and confirm that I have provided a response to all waivers being requested and listed all variance relief sought on the Waiver/Variance Form. I certify that the checklist is complete and accurate.

\_\_\_\_\_  
Signature/Certification of Person Preparing Checklist

\_\_\_\_\_  
Date

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**TOWNSHIP USE ONLY BELOW THIS LINE**

*Application No:* \_\_\_\_\_ *Fees Paid:* \_\_\_\_\_

*Date(s) Received:* \_\_\_\_\_ *Escrow Paid:* \_\_\_\_\_

*Approved for Administrative Site Plan (permitted use, no variances or granted by a Board):* \_\_\_\_\_

*If Denied, Referred To (Planning Board or Zoning Board):* \_\_\_\_\_